

Updated March 16, 2012

Jasper County Continuity of Government – Operations Plan

Disasters/Terrorism events can strike at any time, interrupting the flow of government services. The Jasper County Commissioners and the Jasper County Emergency Management Office in cooperation with all county offices have developed a plan to see that the disruption of services, which affects the citizenry, requires the least amount of time as possible.

MITIGATION:

- ☐ The Jasper County Commissioners rely on the Jasper County Sheriff's Department to study security needs and make recommendations to the Commissioners.
- ☐ Photo identification badges will be created by the Jasper County Health Department and issued to all county personnel.
- ☐ The Jasper County Sheriff's Department, along with the Jasper County Commissioners, will identify the county facilities that will require surveillance and security.
- ☐ Each office will develop a critical record back up system.
- ☐ Each county office official will identify what critical forms are needed and develop a plan to store such forms offsite. The department has created a Severe Weather Plan for the building, its staff and its visitors.
- ☐ Jasper County will acquire a back up data tape for each server for the computer system.
- ☐ The Jasper County Commissioners have an agreement with IT Support to provide information technology services to the county.
- ☐ IT has assured Jasper County they can provide computer services and secure replacement equipment for emergencies within a 24-48 hour period.
- ☐ The Jasper County Commissioners and EMA will pre-identify facilities as locations where temporary operations can be established. See attachment A.
- ☐ An Emergency Management Ordinance has been created and is on file with the Jasper County Recorder. It exists to give the Jasper County Commissioners and the Jasper County Emergency Management Agency certain rights and privileges during an emergency/disaster.
- ☐ All offices will create an essential functions list and prioritize those functions.
- ☐ All offices are to anticipate that they may have visitors in their offices at the time of an emergency, therefore it is the Department Heads responsibility to see that these people get to the evacuation or shelter-in-place areas (just as they would if they were the employee).
- ☐ All office holders will document a plan they will institute in case of computer failure or malfunction.
- ☐ IT will compile of list of all software vendors with contact information used for each county office. A copy of the list will be kept in the Auditor's Office of the Courthouse and off site.

PREPAREDNESS:

- ☐ All county offices and visitors at that time are to participate in an annual fire drill and tornado drill.
- ☐ Pre-determined meeting places will be established for each office. See attachment C.
- ☐ Each office will identify a chain of authority. See attachment B.
- ☐ A safety coordinator will be established at each building. The building safety coordinator will be the liaison between the building and emergency response personnel. See attachment D.
- ☐ Each office should have memorandums of understanding with vendors who supply critical services/supplies to their office in case of an emergency.
- ☐ IT has the capability of providing computer services to offices within 24-48 hours of the event.
- ☐ Century Link can provide telephone service to alternative locations within 24-48 hours of the event.
- ☐ Some county offices have cell phones that may be utilized for communications after an event.
- ☐ Each office holder will collect contact information for all employees, including personal phones numbers, cell phones, and pagers. A copy of this information will be kept at the Courthouse as well as off site, so the office holder has access to it outside the office.
- ☐ A table top exercise will be conducted every two years to test the plan.
- ☐ Each department head will train their staff on the essential functions priority list and cross train individuals to ensure those tasks are able to be performed.

RESPONSE:

- ☐ Initial emergency calls should be made to the county's 911 center.
- ☐ Jasper County Sheriff's Department will be notified by facility personnel and they will respond to the facility.
- ☐ Each county office holder (or designee) will account for all personnel and visitors upon any disaster and/or evacuation from the building.
- ☐ Each office will report the status of employees at the meeting place to the facility safety coordinator.
- ☐ The Jasper County Commissioners will be notified of any emergency events occurring at any county facility, by the building safety coordinator and Jasper County Sheriff's Department.
- ☐ Predesignated public information officers have been appointed at the Sheriff's Department, Jasper County EMA, and the Jasper County Commissioners to speak with the media.
- ☐ The Jasper County Comprehensive Emergency Management Plan will be implemented if the situation warrants.
- ☐ IT Support will be notified to begin the equipment procurement process by the Commissioners or the Auditor or the Jasper County Emergency Management Office if an alternative location is going to be necessary.
- ☐ The local telephone provider, Century Link, will be contacted by the Auditor or IT Support to be ready to implement phone lines expeditiously to location needed.

RECOVERY:

- ☐ Office holders will execute any Mutual Aid Agreements or contracts for supplies for their office.
- ☐ Office holders will strive to be able to offer citizens essential services within 48 hours of the disaster.
- ☐ Each office holder will contact their personnel with information on reporting to work.
- ☐ Telephone personnel will be notified for installation of temporary phone lines to the alternative site by the building safety coordinators or the Commissioners designee.
- ☐ IT Support will be contacted for information technology needs by the Commissioners or their designee.
- ☐ Court personnel will notify the public using local media and telephone regarding the status of current court proceedings.
- ☐ The county's insurance provider will be contacted by the Auditor's office or the Commissioners.
- ☐ The Commissioners will compose a permanent solution to continue with government services.
- ☐ The Commissioners have the authority to use funds in an emergency to respond and recover from a disaster.
- ☐ IT Support will install computer equipment at the alternative site.
- ☐ All County offices will implement essential functions and progress to all functions possible as time, personnel, and equipment allow.
- ☐ Internet and temporary phone service will be installed by the local providers at the alternative location as needed.

Attachment A

Alternative Facility for County Operations:

The Jasper County Commissioners have determined the Jasper County Fairgrounds has a large community building that would be suitable to establish county government operations temporarily and that is where office holders would report.

Attachment B

The line of succession for the following offices:

Commissioner: Kendell Culp, Jim Walstra, Richard Maxwell

Auditor: Donya Jordan, Donna Horner, Kim Grow

Treasurer: Carla Anderson, Tammy McEwen, Carol Dickinson

Recorder: Phyllis Lanoue, Beth Warren

Assessor: Dawn Hoffman

Clerk: Vickie Bozell, Kara Fishburn, Carol Minter,

Surveyor: Vince Urbano, Alan Shanks

Circuit Court: Judge Potter, Mary Donnelly, Pat DeKock, Terri Whitaker, W. Simmons

Superior Court: Judge Ahler, Betty Kosta, Terri Budde, Theresa Lakin

Probation: Mike Sinks, Mike Spangler

Prosecutor: Kathy O'Neill, Jim Lakin, C. Haskell

Community Corrections: Bill Wakeland

Sheriff: Terry Risner, Pat Williamson, Ryan King

Extension: Sharon Blasky, Bryan Overstreet, Christal Kaufman

Health Dept.: Dr. Michael Louck, Nancy Bailey, Amy Todd

Highway: Jack Haberlin, Gail Ackerman, Jean Witherington

Emergency Management: Karen Wilson

Planning & Development: Mary Scheurich, Kelli Standish

IT Support: Bill Batley, no others available

Veterans: Ron Martin, no others available

Barkley Township Trustee: Richard Bozell, no others named

Carpenter Township Trustee: Gloria Hawkes, no others named

Gilliam Township Trustee: Dennis Wireman, no others named

Hanging Grove Township Trustee: Becky Brandenburg, no others named

Jordan Township Trustee: Sandy Putt, no others named

Kankakee Township Trustee: Randy Allen, no others named

Keener Township Trustee: Diana Haberlin, no others named

Marion Township Trustee: John Amsler, no others named

Milroy Township Trustee: Dave Webb, no others named

Newton Township Trustee: Margaret Miller, no others named

Union Township Trustee: Terri Swartz, no others named

Walker Township Trustee: Butch Jefferies, no others named

Wheatfield Township Trustee: Rachel Myers, no others named

Attachment C

Identified sites for office meeting places **if an EVACUATION** is needed:

Courthouse:

Top Floor: Superior and Circuit Courts meet near corner of Van Rensselaer & Harrison Streets in front of Rensselaer City Hall, if inclement weather inside office.

Middle Floor: Auditor, Treasurer, Clerk / Voter Registration, and Recorder meet on Cullen and Washington Streets at Charlie Roberts Chevrolet, if inclement weather inside office.

Ground Level: Veterans Affairs, Assessor, Planning & Development, Superior & Circuit Clerks, Microfilm Clerks, meet on Cullen and Washington Streets at Charlie Roberts Chevrolet, if inclement weather inside office.

Once an accounting of personnel is made, a runner from the Top Floor and Ground Floor will be sent to the Building Safety Coordinator at the East Entrance of the Courthouse to relay and gather information to take back to meeting place.

Courthouse Annex:

Probation & Prosecutor's offices meet in front parking lot of Fifth Third Bank, if inclement weather inside lobby.

Health Dept. offices are to meet in parking lot near the back entrance of Campbell Printing, if inclement weather inside lobby.

Once an accounting of personnel is completed, a runner from the Health Dept. and the Prosecutor's Office will be sent to the Building Safety Coordinator at the East Entrance of the Courthouse to relay and gather information to take back to the meeting place.

The Building Safety Coordinator will then follow the instructions in the Response and Recovery Phases of this Plan.

Extension/Surveyor's, Soil and Water, Animal Control, Community Corrections, and the County Highway offices are to meet in each of their individual front parking lots, at least 100' feet away from the evacuated structure. Each department shall account for their personnel and their visitors and wait for emergency responders to arrive.

Attachment D

Building Safety Coordinators:

Courthouse: Donya Jordan, Donna Horner, Kim Grow

Annex: Health Dept: Nancy Bailey, Amy Todd

Prosecutor's and Probation Office areas: Denise Powell/Mike Sinks

Extension Office/Surveyor's Office areas: Bryan Overstreet/Vince Urbano/Alan Shanks

Community Corrections: Bill Wakeland

County Highway: Gail Ackerman/Jean Witherington

Animal Control: Paula Wilcox

In the event that the above persons are not present at the time of an Emergency/Disaster; the next person listed from that office will be the Building Safety Coordinator.